

**TULALIP TRIBES HIBULB CULTURAL
CENTER & NATURAL HISTORY PRESERVE**

DISASTER PREPAREDNESS PLAN

NOVEMBER 2008

Disaster Preparedness Plan

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1. EMERGENCY INSTRUCTION SHEET

Regardless of cause, fire and water are the most frequent cause of damage to collections during disasters.

FIRE:

1. In case of fire, activate alarm system.

2. Call Fire Department Marysville Fire Department,
360-363-8500

Do not assume alarm has summoned firefighters--follow up alarm
With telephone call.

Trained personnel may operate fire extinguishers, located at

See _____ attached _____ list

3. Assist in evacuation of staff and visitors from building.

4. Notify: Hank Gobin

Home Phone: 425-252-2866/Cell 425-327-0768

Disaster Response Team Leader

Home Phone: Same as above

WATER:

1. In case of water leaks, call:

Plumber Maintenance Dept Gus Taylor

Phone 360-716-4011

Building Maintenance Staff SAME

Home phone Gus Taylor

Disaster Response Team Leader

Home Phone Same as above

If collections materials are wet, see instructions in Section
8b. Stay away from standing water until electrician has
determined that area is safe to enter.

See instructions on next page and in Chapters 7 and 8.

Water from above:

2. Cover collections storage units with plastic sheets located
large storage area

OR

3. Move objects/archives/books off unit to another location.

Water from below:

5. Move objects/archives/books higher on storage unit, if possible

OR

6. Move objects/archives/books off unit to another location.

TORNADO:

Evacuate building to safe place in basement. It is unlikely that warning time will be sufficient to secure collections. Do not endanger life or personal safety to salvage collections. Remain in shelter until radio announcement or other public authority signals that it is safe to emerge.

HURRICANE:

Warning time will probably be sufficient to make some preparations for the emergency.

1. Notify disaster team.
2. Shut off main electricity and gas. Close building shutters (if any) and tape glass.
3. Move important materials to safe areas on or off site, away from windows or other glass.

4. Secure non-movable important materials, such as statuary, with heavy plastic sheets securely fastened.
5. Secure loose objects, especially if they are collections items.
6. Make sure collections are out of basements and off of floors.
7. Check disaster supplies.
8. Evacuate building to safe place in basement or off site and remain in shelter until informed by authorities that it is safe to leave.

EARTHQUAKE:

Warning time will be very brief. Earthquakes are preceded by a rumbling sound. Seek shelter in cores of buildings, under doorways and narrow passages, or under heavy furniture. Do not leave the building or use exits. Remember that there may be aftershocks after the main temblor.

1. Do not emerge from shelter until instructed to do so by authorities. Use battery-operated radio to listen for instructions.
2. Alert fire department to any fires that may have broken out in your structure. Try to use alternate communications, such as radio, rather than tie up phone lines, which may not be operational.
3. If it is safe to do so, assist the injured or those trapped in the building. Evacuate the building and do not re-enter until structure has been checked for stability.
4. Check for broken utility lines with a flashlight (not a flame). Shut off utilities; turn off appliances. Before using plumbing, check that sewage lines are operational.
5. Stay away from coastal or riverfront areas, which may be in flood stage after an earthquake.

POWER FAILURE:

1. Check whether elevators have trapped visitors or staff. Call fire department or other qualified personnel to rescue persons trapped in elevators.
2. Check neighboring buildings; if they too are dark, blackout may be neighborhood-wide or even regional. Listen to radio for instructions. If nearby buildings have power, call electric utility company to report power failure in your building.
3. Evacuate non-essential personnel and visitors from building unless brief power failures are common in your region. Make sure that security precautions adequately compensate for the temporary lack of electronic security measures.
4. If power blackout will be prolonged and outdoor temperature is below freezing, take steps to prevent pipes from freezing by draining water system. Keep doors and windows closed, and/or bring in a portable generator to keep vital environmental systems in operation.

THEFT/VANDALISM:

1. Contact security, local police and supervisory personnel. Locate a responsible staff member to assist.
2. Try to keep the vandal/thief detained or in sight until police arrive. Do not attempt the use of force.

BOMB THREAT:

1. Immediately notify security, local police and supervisory personnel. If threat was received via phone call, note time of call, duration, wording of threat, caller's vocal characteristics, background noises, and caller's name if possible.
2. Evacuate all staff and visitors from building and remain at a safe distance from the structure until police declare that building is safe to enter.

2. INTRODUCTION

This Disaster Preparedness Plan is intended to guide and assist in preparing for and/or coping with emergency situations at the Tulalip Hibulb Cultural Center & Natural History Preserve. They pertain primarily to collections. In the event of an emergency, **PEOPLE HAVE PRIORITY OVER COLLECTIONS**. Ensure your own safety and that of other staff and visitors before attempting to protect or salvage collections.

All staff should be familiar with exit routes, locations of fire extinguishers, and areas that would be hazardous to life if entered during a fire. Floor plans indicating these should be included in the appendices.

This plan is based on the guidelines in Resource Materials for Disaster Planning in New York Institutions, by Sally Buchanan in cooperation with the New York State Office of Cultural Education and Division of Library Development and the Northeast Documents Conservation Center, 1989.

Information on handling of collections and recovery methods is drawn from sources on museum/archives conservation listed in the Bibliography in Section 10.

[Determine which are your most important collections and list them here. If your agency holds vital records, they should be listed here.]

3. COLLECTION SALVAGE PRIORITIES

Collections listed below are in priority order.

COLLECTION CONSULTANT	LOCATION	TYPE	AMOUNT
--------------------------	----------	------	--------

1 See attached list

4. EMERGENCY REPORTING CHART

	Name	Telephone Number
Police (Local)	<u>360-651-4608</u>	
Anticipated response time	<u>Five-ten minutes</u>	

Fire	<u>Marysville Fire Dept.</u>	<u>360-363-8500</u>
Anticipated response time	<u>Five-ten minutes</u>	

If telephones are not operational during emergency, alternate mode of communicating with police/fire authorities will be:

cell phones

Ambulance Rural/Metro Ambulance 425-672-111

Anticipated response time Fifteen minutes

County Sheriff 425-388-3393

Anticipated response time five/ten minutes

State Police Washington State Patrol, Marysville 360-658-1345

Anticipated response time five/ten minutes

Museum Director	<u>Hank Gobin - 3</u>	
Curator	<u>Melissa Parr- 360</u>	
Conservator	<u>Dana Senge, 206-</u>	
Administrative	<u>Danny Simpson, Na</u>	<u>616</u>
Utilities (to shut off water or power)	<u>Tulalip</u>	
	<u>PUD elect</u>	
Local Dept of Public Works	<u>Snohomis</u>	
Regional Conservation Center	<u>Charles Clarke, Regional Admin. 206-553-1234</u>	
Freezer Facilities	<u>Gus Taylor, 360-716-4011 - he contacts</u>	
(warehouse space)	<u>Tulalip Tribe, 360-716-4008 Martin Napeahi</u>	
Insurance Agent(s)	<u>Contact Don Hoerner, Finance 360-716-4355</u>	
Attorney	<u>Tim Brewer, Triba</u>	<u>716-4529</u>
Architect/Builder	<u>Mike Alva - 360-7</u>	
Locksmith	<u>Everett Lock & Sa</u>	
Security Firm	<u>Tulalip Data Serv</u> <u>360-716-5158/42</u>	<u>end</u>
Board President	<u>Melvin Sheldon, G</u>	<u>-4500</u>

Main Shutoff for Electrical Power is located up stairs to the left
- on door all the way to end of wall on right.

Main Shutoff for Water is located outside on south end of building
on west side of building.

Main Shutoff for Gas is located South end of Curatorial facility
building west side of building.

5. PREVENTION/PROTECTION

A. Summary of Physical Facilities

The [museum name] Hibulb Cultural Center & Natural History Preserve is located at sea level and 19.29 feet above the flood level

Quil Ceda above the local water table. yes [Has site ever been flooded? No

Located in floodplain? Yes Earthquake hazard? NO Proximity to fire Hazards? NO

Date of last major storm involving power interruption:

We have wind storms, but since they cut down branches along side of highway we do not have that many power outages.

Maximum temperature/humidity fluctuation within 24 hours:

Summer 65.5 degrees F/96.0% humidity BUILDING:70+4 F /RH 48+4

Winter 28.5 degrees F/39.0% humidity BUILDING 70+4 F/RH 48+4
Estimated time to unacceptable temperature/humidity levels in collections areas after failure of environmental control systems:

Summer 24 hours

Winter 8 hours

ROOF: Material/type metal

Last re-roofed Built 5/2007

Last repaired _____

Last inspected _____

Contractor Tulalip Construction Company -360-716-4819

GUTTERS AND DOWNSPOUTS: Material/type metal

Last replaced New 5/2007

Last repaired _____

Last cleaned/inspected _____

FURNACE: Type: Desert Aire/Neptronic SK3000

Installed on 5/2007

Last repaired _____

Last cleaned/inspected _____

Contractor Eylander Electric 425-259-2161

WIRING: Load capacity 120/208 & 277/480

Installed on 5/2007

Last repaired 7/2008

Last inspected 7/2008

Contractor Eylander Electric - see above

PLUMBING: Installed on 5/2007

Last repaired _____

Last inspected _____

Contractor _____

AIR CONDITIONING: Type/brand Desert Aire/Neptronic SK3000

Installed on 5/2007

Last repaired filters checked/changed each month

Last inspected 11/2008

Contractor Eylander Electric

SECURITY SYSTEM(S): Type/brand Silent Knight 5495

Installed on 5/2007

Last repaired 7/2008 battery changed

Last inspected same as above

Last tested 7/2008

2

Type/brand Amerex

Installed on 5/2007

Last repaired

Last inspected 7/2008

Last tested	7/2008
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Contractor AAA of Everett K Cook/ 425-258-4432

FIRST AID KIT(S)

Location(s) Front of office by receptionist desk &
In back of building by back door

Last inspected 11/2008

Insurance: Type(s) of coverage contact Don Hoerner - Finance
360-716-4355 - all types of insurance

Date of last review review yearly

Agent contact Don Hoerner above

Fire Inspection: by Marysville Fire Department

date 1/2008
results passed

Local Bugle. Code Inspector: name _____

Telephone Number _____ Date of last inspection

_____ Results _____

Staff Training: Disaster Planning and Drills

Date of last training _____

Type _____

Participant's New Plan

B. INTERNAL HAZARD SURVEY

Name David Boehme Date: 8/2008

	Acceptable Yes/No	Action Required	Completed
1. Ceilings (loose plaster? over-hanging pipes? security risk?)		none	
2. Walls		none	
3. Windows/skylights Doors (exits clear?)		none	
4. Electrical systems Sound? Adequate outlets? Multiple plugs? Backup power?		none none none	
5. Pipes and plumbing (labeled? shutoffs and direction of flow marked?) Joints Valves Drips		none	
6. HVAC		none	
7. Fire detection		none	
8. Fire suppression		none	
9. Water detection		none	
10. Intrusion security		none	
11. Trash		none	
12. Housekeeping		none	

	Acceptable Yes/No	Action Required	Completed
13. Collection storage Overhanging pipes? Hazardous materials in collections? (firearms, explosives, nitrate negatives, 19th century photographic chemicals) Shelving (braced for earthquakes? flexible cords across shelf bays so that objects cannot slide off? Exits (aisles clear?) Off floors?	yes	none	
14. Exhibits Large objects secure? Object mounts/tie downs? Off	yes	none	floors?
15. Flammables in safety storage? Containers marked? Locations marked on floor plans? Flexible cords across shelves so containers cannot slip or roll off in an earthquake? Emergency equipment accessible?	yes	none	

[

C. EXTERNAL HAZARDS SURVEYName Joy lacyDate: November 26, 2008

	Acceptable Yes/No	Action Required	Completed
1. Building		none	
2. Roof		none	
3. Gutters/downspouts/drains		none	
4. Windows/skylights		none	
5. Trees/shrubbery (any located where they might damage structure in earthquake or storm? Hiding places for thieves?)		none	
6. Landscaping Planter's Garden beds Foundation plantings Outside lighting Other			Have to wait until museum is completed
7. Water hazards Irrigation Fountain Fire hydrant/standpipe Natural drainage		none	
8. Fire detection and control Brush Outside fire protection Call station nearby Fire hydrant location Fire access clear? Proximity to other flammable structures/fire hazards Other		Wait until museum is complete	

D. PHYSICAL FACILITIES DESCRIPTION

Name of structure Tulalip Hibulb Culture Center

Location 6410 23rd Avenue NE, Tulalip, WA 98271

Original purpose to house Tulalip's museum collections

Date of construction 2007

Materials/type of construction metal/wood

Number of rooms 20

Fire resistance rating _____

Earthquake survivability _____

Rooms by floor--Basement no basement

Access 7 doors

Security Silent Knight Security System

Rooms by floor--First 16 first floor

Access 3 doors

Security Same as above

Rooms by floor--Second 4 rooms

Access 2 doors

Security same as above

Rooms by floor--Third none

Access _____

Security _____

E. DISASTER SUPPLIES LIST

Item		On Hand		Storage	Last
		Yes	No	Location	Checked
E	1. Polyethylene sheeting	x		S1	11/2008
S	2. Cutters, preferably "Zippy" brand, scissors	x		HR	"
S	3. Mops and buckets or wet/dry vacuum, brooms, squeegees	x		SR1	"
E	4. Fans and waterproof, grounded extension cords	x		SR1	"
N	5. Water resistant boxes and trays (folding plastic interlocking are best)		X		
T	6. Filament tape and cutters or dispensers for sealing boxes.	x		S1	"
I	7. Plain white or industrial brown paper towels or unprinted newsprint	x		S1	"
A	8. Wax or freezer paper, preferably in precut sheets		x		
L	9. Pads of ruled paper and pens				
	10. Waterproof markers for boxes	x			"
	11. Flashlights and batteries	x			"

	Item	On Hand		Storage Location	Last Checked
		Yes	No		
	12. Hand trucks and/or book trucks	x			11/2008
	13. Hygrothermograph and/or psychrometer	x			
	14. Rope or clothesline	x			
	15. Hard hats				
	16. Disposable gloves	x			
	17. Plastic bags	x			
	18. Portable generator		x		
U	19. Emergency lights	x			
S	20. 6-12 fifty-gallon plastic garbage cans	x			
	21. First aid kit				
E	22. Camera and film	x			
	23. Moisture meter		x		
F	24. Dehumidifiers	x			
	25. Disinfectant	x			
U	26. Pallets and pallet movers	x			
		x			
L	27. Hand tools	x			
	28. Portable pump		x		
	29. Canvas "stretcher" for textiles		x		
	30. 2-way radios	x			
	31. Transistor radio and batteries	x			
	32. Portable toilets		x		
	33. Rubber boots	x			
	34. Folding tables and chairs	x			
	35. Sturdy fishing line for hanging books up to dry	x			
	36. Water hoses for cleaning				
	37. Dust masks/respirators	x			
	38. Long, sturdy pole for two-person carry of rolled objects	x			

F. DISASTER SUPPLIES, SERVICES AND EQUIPMENT

Prevention, Protection and Mitigation

a few examples of most of them to get you started.]

1. Regional Conservation Center(s)

Northeast Documents Conservation Center
100 Brick stone Square
Andover MA 01810-1428 (508)-470-1010

Conservation Center for Art and Historic Artifacts
264 South 23rd Street
Philadelphia PA 19103 (215)-545-0613

Canadian Conservation Institute
1030 Innes Road
Ottawa, Ontario CANADA
K1A-0M5 (613)-998-3721

Intermuseum Laboratory
83 N.Main Street
Allen Art Bldg.
Oberlin OH 44074-1192 (440)-775-7331

Williamstown Regional Art Conservation Laboratory Inc.
225 South Street
Williamstown MA 01267 (413)-458-5741

Chicago Conservation Center
Central Arts Building
730 N. Franklin
Chicago IL 60610 (312)-944-5401

Wisconsin Conservation Service Center
State Historical Society of Wisconsin
816 State Street
Madison WI 53706 (608)-262-8975

Rocky Mountain Regional Conservation Center
University of Denver
2420 South University Blvd.
Denver CO 80208 (303)-733-2712

Getty Conservation Institute
Glencoe Avenue
Marina Del Ray CA 90292

Contact person: _____

Date of last contact: _____ Initials _____

2. **Commercial freezers**

[Look for local food distributors and supermarket chains, and in your telephone directory under "Frozen Food Locker Plants".]

We have our own walk in freezer

Contact person: Hank Gobin

Date of last contact: _____ Initials _____

3. **Freezer trucks**

Contact person: _____

Date of last contact: _____ Initials _____

4. **Suppliers of water-resistant boxes and containers**

Rescube
ProText Inc.
3515 Leland Street
Bethesda MD 20815 (301)-718-1659
Fax (301)-654-6153

Global Equipment Corp.
6659 Hemlock Drive
Hempstead NY 11563 (800)-645-2982

Arrowstar Discount
677 William Street
Lynbrook NY 11563 (800)-645-298

Fidelity Business Products
P.O.Box 1501
Ottawa IL 61350 (800)-328-3034

Consolidated Plastics
8181 Darrow Road
Twinsburg OH 44087 (800)-362-1000

Industrial Plastics Canada
P. O. Box 93
Fort Erie, Ontario, CANADA
L2A 5M6 (905)-871-0412

Contact person: _____

Date of last contact: _____ Initials _____

5. Suppliers of plastic sheeting

Chiswick Trading Inc.
33 Union Avenue
Sudbury MA 01776 (800)-225-8708

Canus Plastics
300 Lisgar
Ottawa, Ontario, CANADA
K2P 0E2 (613)-232-2657

Contact person: _____

Date of last contact: _____ Initials _____

6. Fumigation of building and/or materials:

[Fumigation is a job for professionals. Look in your local telephone directory for firms in your area.]

Blackmon Mooring Steamatic Catastrophe Inc.
6661 Canyon Drive #N
Amarillo TX 79110-4343 (806)-353-3558

_____ Fenrich Fumigators 360-716-5050

Contact person: _____

Date of last contact: _____ Initials _____

7. Smoke and soot cleaning of buildings and properties other than collections

Blackmon Mooring Steamatic Catastrophe, Inc.
see #6 above for address and telephone number

Anderson Chem-Dry
1069 Holz Avenue
Cincinnati OH 45230 (513)-232-9663

Fire Restoration Services of New England
90 Kerry Place
Norwood MA 02062 (617)-769-5080

Contact person: _____

Date of last contact: _____ Initials _____

8. Dehumidification

Airdex
Geosource Plaza
2700 Post Oak Blvd. Suite 1770
Houston TX 77056 (713)-963-8600

Munters Moisture Control Services
198 Green Pond Road
Rockaway NJ 07866-1202 (201)-624-7458
800-I CAN DRY (150 offices worldwide)

Solex Environmental Systems
P.O. Box 460242
Houston TX 77056 (800)-848-0484

Worldwide Drying
24 Weir Avenue
Taunton MA (800)-442-1911

Fire Restoration Services of New England
see #7 above for address and phone

Contact person: Eyeland Electric - see above

Date of last contact: _____ Initials _____

9. Vacuum thermal drying

Blackmon Mooring Steamatic Catastrophe Inc.
see #6 above for address and telephone

Contact person: _____

Date of last contact: _____ Initials _____

10. **Vacuum freeze-drying**

American Freeze-Dry Inc.
411 Whitehorse Pike
Audubon NJ 08106 (609)-546-0777

Document Reprocessors
41 Sutter Street Suite 1120
San Francisco CA 94104 (800)-437-9464
East Coast office in Middlesex NY (716)-554-4500

Solex Environmental Systems
see #8 above for address and phone

For equipment purchase:
VirTis Company, Inc.
815 Rte. 208
Gardiner NY 12525 (800)-431-8232

Contact person: _____

Date of last contact: _____ Initials _____

11. **Conservators** (by type of material conserved)

Dana Sange for all conservation projects- see above

Paper/archives/books

Date of last contact: _____ Initials _____

Paintings

Date of last contact: _____ Initials _____

Furniture

Date of last contact: _____ Initials _____

General Objects

Date of last contact: _____ Initials _____

Photographs

Date of last contact: _____ Initials _____

Other conservation requirements call:

Foundation of the American Institute for Conservation
1400 16th Street N.W. Suite 340
Washington DC 20036
Telephone (202)-232-6636
Fax (202) 232-6630

12. Photographic processing center

Regal Eagle Restoration
Saddlebrook NJ 07662 (201)-478-7710

S.S. Classics Inc.
145 Carr Avenue
Keansburg NJ 07734 (732)-787-1021

Contact person: _____

Date of last contact: _____ Initials _____

13. Conservation supplies

Light Impressions Corporation
P.O.Box 940
Rochester NY 14603-0940 (716)-461-4447

Hollinger Corporation
P. O. Box 8360
Fredericksburg VA 22404 (540)-898-7300

University Products
517 Main Street
Holyoke, MA 01041 In MA (800)-336-4847
Elsewhere (800)-628-1912

Conservation Resources International, Inc.
8000-H Forbes Place
Springfield VA 22151 (800)-634-6932

The Preservation Emporium
P. O. Box 226309 Dept. C.
Dallas TX 75222 (214)-331-8902

Talas
568 Broadway #107
New York NY 10012-3225 (212)-219-0770

Conservation Materials Ltd.
340 Freeport Blvd.
Sparks NV 89431 (702)-331-0582

Demco, Inc.
4810 Forest Run Rd.
Madison WI 53704-7338 (608)-241-1201

Highsmith Co., Inc.
W5527 Highway 106
Fort Atkinson WI 53538-0800 (800)-558-2110

Paper Technologies Inc.
25801 Obrero Drive
Mission Viejo Ca 92691 (714)-768-7497

Date of last contact: _____ Initials _____

* * * * *

Date of last contact: _____ Initials _____

14. **Disaster Recovery Experts and Consultants**

Karen Motylewski, Field Services Director
Northeast Documents Conservation Center
100 Brickstone Square
Andover MA 01810-1428 (508)-470-1010

George Martin Cunha
4 Tanglewood Drive
Lexington KY 40505 (606)-293-5703

ERASE Enterprises
Emergency Response and Safety Education
2611 Westgrove Drive #107
Carrollton TX 75006-2349 (972)-248-1122

Strand Earthquake Consultants
1436 South Bentley Avenue #6
Los Angeles CA 90025 (310)-473-2316

Disaster Masters
14623 61 Road
Queens NY 11367 (800)-THE PLAN

National Coordinating Council on Emergency Management
7297 Lee Highway, Suite N
Falls Church VA 22042 (703)-533-7672

Date of last contact: _____ Initials _____

* * * * *

Date of last contact: _____ Initials _____

15. **Pest Control Services**

Archos, Inc.
126 Prospect Street
Cambridge MA 02139-2536 (617)-492-8621

Date of last contact: _____ Initials _____

Pest Monitoring Supplies:

Museum Services Corporation
1107 Cliff Rd. East
Burnsville MN 55337-1514 (612)-895-5199

University Products
517 Main Street
Holyoke MA 01041-0101 (800)-628-1912

16. Computer Reclamation Services

DataClean
2531 W. Woodland Drive
Anaheim CA 92801
24-hour hotline (800)-328-2256
(additional offices in Los Angeles and San Diego CA,
Chicago IL, Washington DC and Atlanta GA)

Tulalip Data Services, TJ Townsend - see above

Contact person: TJ Townsend

Date of last contact: _____ Initials _____

17. Computer Data Recovery Services

Larry Letourneau
Data Retrieval Services Inc.
1250 Rogers Street
Clearwater FL 34616 (813)-461-5900

Tulalip Data Services 360-716-5100

Contact person: _____ TDS

Date of last contact: _____ Initials _____

18. Rental Trucks, Pallet Movers, Fork Lifts

Contact person: _____

Date of last contact: _____ Initials _____

19. Scientific and Monitoring Equipment Suppliers

Abbeon Cal, Inc.
123-233 F Gray Avenue
Santa Barbara CA 93101 (805)-966-0810

Delmhorst Instrument Co.
51 Indian Lane
East Towaco NJ 07082 (201)-334-2557

Fisher Scientific
50 Fadem Road
Springfield NJ 07081 (201)-467-6400

Science Associates
P. O. Box 6725
Lawrenceville NJ 08648 (800)-788-5666
West Coast office 1-800-824-5873

Panametrics
221 Crescent Street
Waltham MA 02254 (617)-899-2719

Carleton Instruments Ltd.
2414 Holly Lane
Ottawa, Ontario, CANADA K1V 7P1 (613)-731-4703

Contact person: _____

Date of last contact: _____ Initials _____

20. Janitorial and Maintenance Supplies and Services

[Add local firms, if any]

Ojzerkis Cleaning and Janitorial Supplies
P. O. Box 1333
Pleasantville NJ 08232 (800)-257-8557

Tulalip Custodial Maintenance Dept 360-716-4244

Contact person: Maintenance Manager - 71604245

Date of last contact: _____ Initials _____

* * * * *

Contact person: _____

Date of last contact: _____ Initials _____

21. Portable Generators and Water Pumps

Northern Equipment
P. O. Box 1499
Burnsville MN 55337-0499 (800)-533-5545

Tulalip Maintenance Dept. - See above

Contact person: _____

Date of last contact: _____ Initials _____

22. Unprinted Newsprint and Paper Towels
paper towels in sheets.]

Contact person: _____

Date of last contact: _____ Initials _____

23. Wax Paper and Freezer Paper

Contact person: _____

Date of last contact: _____ Initials _____

24. Tape and Packing Supplies

U-Line Shipping Supply
950 Albrecht Drive
Lake Bluff IL 60044 (708)-295-5510

BrownCor International
770 South 70th Street
Milwaukee WI 53214-3109 (414)-443-9700

Quill Corporation
P.O. Box 94080
Palatine IL 60094-4081 (714)-988-3200
(additional distribution centers in Ontario CA and
Canton, GA)

Contact person: _____

Date of last contact: _____ Initials _____

25. Safety and First Aid Supplies

Lab Safety Supply
P. O. Box 1368
Janesville WI 53547 (800)-356-0783

Brookstone
5 Vose Farm Road
Peterborough NH 03458 (603)-924-9541

Masune First Aid and Safety
490 Fillmore Avenue
Tonawanda NY 14151 (800)-831-0894

Safety Supply Canada
214 King Street East
Toronto, Ontario CANADA
M5A 1J8 (416)-364-3234

Conney Safety Products
3202 Latham Drive
P.O.Box 44190
Madison WI 53711-0190 (800)-356-9100

Dean Henry - Tulalip Safety 360-716-4439

Contact person: _____ Dean Henry - see above

Date of last contact: _____ 2/2008 Initials _____

26. Materials Handling: Pallets, Flammable Storage Cabinets,
Trash Cans, Wet-Dry Vacuums, Hand Trucks, Dollies, Shelf and
Platform Trucks

Arrowstar Discount
677 William Street
Lynbrook NY 11563 (800)-645-2982
(additional warehouses in Elmhurst IL and Carson CA)

Global Equipment Corporation
6659 Hemlock Drive

Hempstead NY 11550 (800)-645-1232
(additional warehouses in Georgia, Illinois and
California)

Fred Hill and Son Co.
2101 Hornig Road
Philadelphia PA 19116 (800)-523-0112

Turnkey Materials Handling, Office and Institutional Products
500 Fillmore Ave.
Tonawanda NY 14151 (716)-695-5555

Rand Materials Handling
515 Narragansett Park Drive
Pawtucket RI 02861 (800)-556-6468

Contact person: _____

Date of last contact: _____ Initials _____

27. **Emergency Lighting**

Oreck Corporation
100 Plantation Road
New Orleans LA 70123-9989 (800)-535-8810

Brookstone
5 Vose Farm Road
Peterborough NH 03458 (603)-924-9541

Global Equipment Corp.
6659 Hemlock Drive
Hempstead NY 11550 (800)-645-1232

Visible Corp.
3626 Stern Avenue
St. Charles IL 60174 (800)-323-0628
(additional warehouses in Lodi CA and Durham NC)

Contact person: _____

Date of last contact: _____ Initials _____

28. **Fireproof Safes and File Cabinets**

Reliable Corporation
1001 W. Van Buren Street
Chicago IL 60607 (800)-735-4000

National Business Furniture
735 E. Michigan Street
Milwaukee WI 53202-4103 (414)-276-8511
(additional warehouses in Atlanta GA and Los Angeles CA)

Fidelity Business Products
5601 International Parkway
Minneapolis MN 55440-0155 (800)-328-3034

Contact person: _____

Date of last contact: _____ Initials _____

29. **Safety Signs, Labeling and Pipe Marking Supplies**

Seton Name Plate Co.
P. O. Box PC4-1331
New Haven CT 06505 (800)-243-6624

Champion America, Inc.
1333 Highland Road East
Macedonia OH 44056 (800)-521-7000

Contact person: _____

Date of last contact: _____ Initials _____

30. **Fire and Intrusion Security Systems**

Cerberus Pyrotronics
8 Ridgedale Avenue
Cedar Knolls NJ 07927 (201)-267-1300

Fike Fire Suppression Systems
704 South 10th Street
Blue Springs MO 64015 (816)-229-3405

Action Fire Protection Incorp.
28 View Drive
Mille Place NY 11764 (516)-331-6712

Michael Barford and Associates
802 East Maple Avenue
Lindenwold NJ 08021 (609)-625-2975

Chubb Industries
263 Queen Street
East Brampton, Ontario, CANADA
L6W 2C1 (416)-451-3240

Cease Fire Corporation
29605 Parkway
Roseville MI 48066 (800)-338-9010

Contact person: _____

Date of last contact: _____ Initials _____

31. **Security Consulting Services**

A.D.S. Electronics Inc.
5257 Park Blvd.
Pinellas Park FL 33781 (813)-544-6266

A.D.T. Security Systems
1107 West North
Tampa FL 33606 (813)-251-4888

TJ Townsend - TDS - See above

Contact person: _____

Date of last contact: _____ Initials _____

G. PREVENTION NEEDS SUMMARY

1. External Hazards Survey Results:

2. Internal Hazards Survey Results:

Nitrate **negatives** **are** **stored** in Room

_____.
DO NOT ENTER THIS AREA DURING A FIRE. Mark this room clearly on the door and on floor plans; notify fire and police of this location. [Delete this paragraph if your institution does not hold nitrate negatives]

Prevention Needs Summary continued

3. Environmental and Housekeeping Hazards:

4. Notes for New and/or Remodeled Buildings:

H. PROTECTION NEEDS SUMMARY

1. Human Resources:
Needs

Options/Costs

2. Water Detection Equipment:
Needs

Options/Costs

3. Fire Detection Equipment:
Needs

Options/Costs

4. Fire Suppression Equipment
Needs

Options/Costs

5. Supplies for Protection and Recovery:
Needs

Options/Costs

6. Staff and Volunteer Training
Needs

Options/Costs

7. Controlling the Environment
Needs

Options/Costs

8. Enclosures and Storage:
Needs

Options/Costs

6. RESPONSE/MITIGATION

A. Disaster Response Team

1. Hank Gobin
should be notified first in the event of an emergency.
2. Tulalip Maintenance Dept.
3. If this is not a minor incident, Inez Bill, Senior Curator
will be notified next.

The command post for the emergency will be at one of
the following locations:

Hibulb Culture Center or Collection Facility, 6410 23rd Avenue NE,
Tulalip, WA 98271

* * * * *

If building cannot be occupied, as during a fire or
earthquake, the command post will be at

6700 Totem Beach Rd, Tulalip Tribal Office

If collections must be removed from the building for salvage,
they will be taken to

Tulalip Tribal Office, Hibulb Cultural Center, or new supply
center.

The designated media contact for public relations during the
emergency is

George White, 716-4012
Alternate Melvin Sheldon, Chairman Tulalip Tribe

Determination that building is safe to enter after emergency
will be made by: Marysville Fire Department

Alternate Tulalip Police Department

Person responsible for coordinating recovery phase is:

Hank Gobin

Alternate Senior Curator

Drying area for wet collections will be
handled _____ if they can be
or _____ on _____ sit
necessary to move salvage operations off site. if it is

Person responsible for ordering supplies and materials is:
Senior Curator

Alternate Assistant Curator

Account/financial authority for ordering supplies, materials
and labor is:

Hank Gobin, Inez Bill, Joy lacy, Senior Curator

Deliveries of supplies and materials should be made to
6410 23rd Ave NE, Tulalip, WA 98271

Person responsible for documenting collection damage and
contacting insurance carrier is:

Hank Gobin, Inez Bill, Senior Curator

Alternate Joy Lacy

Person responsible for monitoring environment is:

Hank Gobin

Alternate: Senior Curator

Person responsible for collection triage [which parts of collection should receive conservation attention first] is:

Hank Gobin

Alternate Senior Curator

Person responsible for decisions regarding disposition of damaged material is:

Hank Gobin

Alternate Senior Curator

Person responsible for documenting recovery phase is:

Hank Gobin

Alternate Senior Curator

Person responsible for building security and authorized access during salvage operations is:

Hank Gobin

Alternate Senior Curator

Salvage team rest area will be:

HCC conference room if on site

or

Tulalip Tribal Gym if off site

[Remember that salvage is hard, demoralizing work that may take many hours or days, even weeks. Hot beverages, at least, should be available to the disaster response team during work breaks.]

Person responsible for supplying refreshments to salvage team rest area will be:

HCC STAFF

Alternate TRIBAL MEMBERS

If disaster is region-wide, person responsible for liaison with other affected institutions is:

Hank Gobin

Alternate _____ or Senior Curator

A complete duplicate set of collection records is stored off site at:

stored on TDS records center

Duplicate building blueprints and wiring and plumbing diagrams are stored off site at:

Construction Bldg

Duplicate copies of this Disaster Plan are stored off site at:

TDS off site

B. Disaster Response Checklist

- [] 1. Assess situation, including condition of collections and structure
- [] 2. Assemble response team and reconfirm areas of responsibility
- [] 3. Establish command post and reporting locations
- [] 4. Implement plans for labor and materials, including volunteer assistance
- [] 5. Work with local authorities to eliminate hazards.
- [] 6. Monitor and control environment; in winter, turn down heat. Provide adequate ventilation. Keep humidity and temperature levels as low as possible in drying/salvage areas.
- [] 7. Briefly review response plan
- [] 8. Carry out response activities according to plans
- [] 9. Document response activities with written notes, tape recorder, and/or photography/videography
- [] 10. Coordinate delivery of services, communication inside and outside organization, and supervise response activities
- [] 11. Determine when initial response period is over (end of emergency)

7. RECOVERY: Collections Salvage

Water is the most common type of emergency because it can occur naturally, as the result of a plumbing or air conditioning leak, and as a consequence of nearly all other disasters including fires, storms and earthquakes.

Pack materials for freezing and/or drying offsite in sturdy waterproof or water resistant boxes or trays separated with sheets of waxed paper. Do not pack too much in each container, especially if containers must be hand-carried. Move on pallets, hand trucks, or book trucks if possible. Keep temperatures and humidity levels as low as possible without freezing pipes. Turn on fans and/or air conditioning to reduce humidity and risk of mold formation. Use the "bucket brigade" method or conveyors to remove materials from storage areas and pass them to packing and drying areas.

Mud on wet objects that will withstand gentle washing should be removed in clean, running water. Do not attempt this procedure on opened book volumes, manuscripts, works of art on paper, or photographs. Gentle dabbing with sponge is permissible during the washing, but do not rub or brush the object.

Document all salvage activities with written notes, tape recorder and/or photography/videography. High priority should be given to salvage of collection records, as these will facilitate insurance claims, salvage and conservation.

A. Works on Paper

Type of material	Handling and Packing	Drying
Books, journals and pamphlets	<p>Do not open or close wet books. Freeze leather and vellum bound books and pack materials on coated papers immediately, separating covers with wax or freezer paper. Muddy books can be gently rinsed without opening, and carefully blotted with a sponge. Pack with spine down in sturdy water-resistant containers. Freeze or dry all paper materials within 48 hours.</p> <p>Charred paper materials should be carried flat with a support.</p>	<p>and then proceed as above. Map drawers can be carried out with their contents.</p>
Maps, manuscripts, documents and drawings	<p>Do not attempt to separate single sheets. Interleave where possible and pack flat in sturdy water-resistant containers of suitable size (e.g. plastic bread trays). Wrap packages of interleaved materials in wax or freezer paper in bundles no thicker than 2." Freeze or dry within 48 hours. Unframe framed materials if possible</p>	

Air, vacuum or
freeze dry.

Coated papers--
freeze dry only

Blot with paper
towels and/or
unprinted
newsprint.

Bound volumes
can be stood on
their head ends
and allowed to
open naturally.

Pages can then
be interleaved
with paper
towels or
newsprint.
Change
interleaving
often.

Damp books can
be air-dried on
monofilament
lines stretched
no longer than
six feet, a
half-inch
apart.

Air, vacuum or
freeze dry

Type of material	Handling and Packing	Drying
Watercolors and other soluble media	Freeze or dry immediately. Handle carefully; do not separate if stuck together and do not blot sheets. Interleave in folders. Carry flat with supports. Unframe framed materials by laying face down on a smooth padded surface and cover with cotton sheet or towel. Carefully blot back of sheet.	Air or freeze dry.

* * * * *

Clean and disinfect storage areas thoroughly before replacing collections after salvage and drying.

Paper collections are stored in the following areas:

RECOVERY: Collections Salvage

B. Photographic Materials

Fire damage to photographic materials is usually irreparable.

Type of Material	Handling and Packing	Drying
Prints, negatives and transparencies	Freeze or dry within 72 hours. Do not touch emulsions with bare hands. Color photographs should be dried first, followed by prints, then negatives and transparencies. If materials are to be packed, keep wet in cold water in sturdy containers lined with plastic bags. Do not allow film to dry in rolls or stacks.	Air drying is best; some may be freeze dried. Do not vacuum dry.
Daguerreotypes	Dry immediately; handle carefully, face up at all times. Pack face up in padded containers.	Air dry.
Wet collodion images on glass or metal supports (e.g. ambrotypes, tintypes, glass plate negatives)	Dry immediately. Handle and dry face up at all times. Many images will not be recoverable. Efforts to separate glass supports may result in emulsion transfer.	Air dry--do not freeze.
Nitrate negatives	Freeze immediately without touching emulsion surfaces.	Air dry.
Motion picture and microfilm/fiche	Fill film containers with fresh water and pack in water-filled containers such as plastic garbage cans.	Send to film processor for rewash and dry within 72 hours.

RECOVERY: Collections Salvage

C. Artifacts

Type of material	Handling and Packing	Drying
Paintings	Handle horizontally only. Drain and dry immediately. Call conservator at once; paintings should have professional care during drying phase.	Air dry flat on padded surfaces, face up. Cover surface with unprinted newsprint. Do not freeze.
Textiles	Handle as little as possible. Textiles are weaker when wet than when dry. Handle flat with supports only. Object rolled on tubes can be carried by two people with a long, sturdy pole. Large textiles can be carried by two people using a heavy canvas sling as a "stretcher." If large quantities of textile materials are wet, freeze until conservator can advise. Do not freeze beadwork, stencilled fabrics, or painted materials.	Small quantities can be air-dried flat on clean, padded surfaces under cotton sheets or mattress pads used as blotters. Freeze large quantities, except beadwork, stencils, and painted fabrics. Frozen textiles can be freeze- or air-dried under the direction of a conservator.
Leather, vellum and parchment	Handle carefully with supports. Wet hide is very fragile. If packing for freezing, separate items with wax or freezer paper.	Freeze large quantities. Small quantities can be <u>slowly</u> air-dried with gentle blotting of saturated areas.
Ceramics	If exposed to mud or salt water, or repaired with water-soluble adhesive, keep wet until conservator arrives.	Air dry, except as noted at left.

Type of material	Handling and Packing	Drying
Metals	If objects are all metal, isolate from other materials in separate containers or with wax or freezer paper. Composite objects containing metal parts may break apart; keep parts together until conservator can examine.	If objects have moving parts, rinse carefully in fresh water, then freeze until conservator arrives.

* * * * *

Artifacts are stored in the following areas:

Collection Facility large storage room, small storage room, and in the cleaning room in main building.

RECOVERY: Collections Salvage

D. Media

Type of material	Handling and Packing	Drying
Phonodiscs	Handle by edges; do not drop. If muddy, rinse in fresh water.	Air dry vertically in foam-padded containers.
Magnetic tape	Rinse in fresh water; after drying, clean tape by winding against felt pad. Preservation copying will probably be necessary. Keep labels and markings with tapes for identification.	Air dry packed vertically; do not crush.
Computer diskettes	Avoid touching magnetic surfaces of diskettes.	

* * * * *

Media are stored in the following areas:

In large storage room, the cleaning room

8. REHABILITATION

1. Do not return materials to storage until thoroughly dry.
2. Check all object markings and identification for completeness and legibility.
3. All materials should be inspected by a conservator before being returned to storage.
4. Update collection records to reflect salvage, recovery and conservation efforts. Make deaccession reports for objects for which disposal on condition grounds is recommended.
5. Clean and disinfect all collections storage and exhibit areas, including walls, floor, ventilation systems, shelving, etc., before replacing collections.

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10. APPENDICES

A. Building Floor Plans

[include floor plans for each structure here; mark exits clearly. If you use your architect's blueprints, make sure they represent the structure "as built."]

B. Building Wiring Diagrams

[Include wiring diagrams for each structure here; date and check for changes at each revision of this Plan]

C. Building Plumbing Diagrams

Include plumbing diagrams for each structure here; date and check for changes at each revision of this plan.